

**Jefferson County
Position Description**

Name:

Department: Human Services

Division: Child and Family

Position Title: Early Intervention Teacher

Pay Grade: 6 **FLSA:** Non-Exempt

Date: April 2019

Reports To: Birth-3/Preschool Supervisor

Purpose of Position

This position is an early education teacher and service coordinator position for children enrolled in the program.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Lead Preschool Teacher Duties

- Markets the Birth-to-Three program by connecting with interested families, developing information/promotional items, sending out information packets, and conducting classroom tours as requested.
- Maintains a current class enrollment list and wait list, analyzes trends and concerns, and communicates information at team meetings monthly.
- Plans and implements learning activities that promote child development through interactive and engaging learning experiences that follow the Wisconsin Model Early Learning Standards and Developmentally Appropriate Practices for 12 to 15 preschoolers with a variety of abilities.
- Plans and facilitates at least three family engagement activities and events per school year.
- Ensures compliance with State licensing regulations for group childcare.
- Facilitates or assists with family development programming hosted by the Jefferson County Human Services as requested.

Birth to Three Teacher Duties

- Provides families with information, skills, and support related to child's skill development.
- Evaluates and analyzes children by preparing evaluations, reviewing referrals and medical reports, completing direct testing with child and family, scoring protocol and interpreting results, and typing written reports based on overall developmental assessment.
- Works with other service providers to develop understanding of child's disability and the disability impact on child.
- Coordinates with Birth-to-Three team and family to developmentally appropriate services plans using the Primary Service Provider model.
- Mentors program volunteers and student teachers.
- Presents information on child development and other birth-to-three related topics to community organizations.

Birth to Three Service Coordinator Duties

- Identifies and serves children in need to prevent and/or limit out of home placement and need for future services. Consults, coaches, and collaborates with parents, team members, daycare providers, and a variety of different Human Services areas.
- Provides case management by completing paperwork, accessing and sharing resources with families, and making monthly contact with clients/team members.
- Adheres to deadlines of scheduling and completing meetings with families and team members.
- Facilitates access to services. Coordinates and monitors services on a timely basis.
- Assists parents in identifying appropriate service providers. Informs parents of advocacy service availability.
- Facilitates transition plan development from birth-to-three to school services.
- Coordinates activities with medical and other health care providers. Mediates communication and issues between client's families and therapists. Provides support and consultation to child care providers and others in integrated child care settings.
- Completes necessary and required forms, reports and correspondence in a timely manner.

Additional requirements

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with public awareness efforts regarding Early Intervention programs.
- Participates in fund raising activities and events.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from a college or university; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with two years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Wisconsin Teaching License (renewed every five years).

Wisconsin Registry Certificate (renewed annually).

Infant and Toddler First Aid, CPR and AED training (renewed every 2 years).

Shaken Baby Syndrome Training.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date